

Report to Council

Report Title:	Brockton Child Care Closure Policy		
Prepared By:	Carri-Ann Scott, Manager, Child Care Services		
Department:	Brockton Child Care Centre		
Date:	November 25, 2025		
Report Number:	BCCC2025-06	File Number:	C11BR
Attachments:	Draft Child Care Closure Policy		

Recommendation:

That the Council of the Municipality of Brockton hereby adopts Report Number BCCC2025-06 - Brockton Child Care Centre Closure Policy, prepared by Carri-Ann Scott, Manager, Child Care Services and in so doing approves a By-Law coming forward to adopt a Child Care Closure Policy, as previously authorize by Council.

Report:

Background:

In August 2025, Council supported the operational decision to close Brockton Child Care Centre for the first week of July each year to support operational efficiencies and childcare program requirements.

Current written policies do not yet reflect this operational change. As a result, staff entitlement use (vacation, lieu time, and other applicable paid balances) during the closure week has been guided by interim practice rather than a formally adopted policy. Updating the policy is necessary to ensure clarity, fairness, and alignment with Council's direction.

Analysis:

The Child Care Closure Policy:

- Formally incorporates the new annual July closure into Brockton's approved child care operations.
- Outlines how staff are expected to apply their existing entitlements to cover paid time during the closure week, following municipal HR practices.
- Clarifies procedures for staff with insufficient balances, ensuring equitable and consistent handling across all roles.

This update aligns the written policy with current practice and ensures transparent expectations for all employees.

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- Recommendations help move the Municipality closer to its Vision Yes
- Recommendations contribute to achieving Heritage, Culture, and Community N/A
- Recommendations contribute to achieving Quality of Life N/A
- Recommendations contribute to achieving Land Use Planning and the Natural Environment N/A
- Recommendations contribute to achieving Economic Development Yes
- Recommendations contribute to achieving Municipal Governance Yes

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

There are no new financial impacts associated with this policy revision. Staff entitlements are already budgeted annually. The policy codifies the process already in place.

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Carri-Ann Scott, Manager, Child Care Services

Reviewed By:



Sonya Watson, Chief Administrative Officer